FCLA Board
Friday March 7, 2003 – 9 am to 12 noon
Florida Atlantic University
University Center, Royal Palm Room
Revised & Approved June 17, 2003

Present: Dale Canelas; Barry Baker, Jim Corey, Andy Farkas, Kathy Hoeth, Maryhelen Jones [for Althea Jenkins], Richard Madaus, Bill Miller, Larry Miller, Joan Pelland, Derrie Perez, Lauren Sapp.

1. The agenda was approved.

2. The minutes of December 6, 2002 were approved with one minor correction.

3. Scheduled meetings: March 5, 2004 in Gainesville at UF was approved.

   • SFX – schedule for implementation has been extended for training, which will be in Version 2. It will be critical to keep Serials Solutions up to date so it can be used to provide e-journal information to SFX. We will rely on Serials Solutions for now, although it may be dropped later. SFX choices can be customized locally. SFX can also query the catalog for print resources. Jim will consider how to share general information about SFX with Directors. SFX can be activated based on an institutional decision (same for Metalib).
   • With respect to Aleph LMS:
     o As soon as one library is implemented, the one-year warranty will kick in; the maintenance fee after that will be an amount based on the number of libraries up.
     o FCLA and UF are concerned about the May deadlines for the P1 libraries; it may be changed to July.
     o NOTIS will stay live (but not OPAC) for at least one year after the last implementation.
     o FCLA has been working to separate FCLA materials to the new SULC web site. Jim is hoping to demo it for SULC in June. The combined logo is still being considered.
     o Conversion programming is nearly complete in terms of addressing unique SUS NOTIS issues.
     o New authority files are being loaded into Aleph. Printing, reporting, authentication, etc., not yet ready.
     o FCLA is working on the prototype for screen appearance. System acceptance testing will include performance tests; 3-5 weeks is estimated to load each institution’s full data for STP. Some searching capabilities will change, such as proximity searching, and combining keyword and title searches.
   • Rosetta will be unveiled with Metalib rather than OPAC. Barbara Hood will work with PSPC to develop a marketing plan, which might include brochures, web announcements, and tutorials.
5. **Report on the Aleph Implementation Steering Committee (AISC).** Committee will meet next week for updates from CCLA and FCLA and begin discussion of joint use issues that may be addressed by Aleph. A Task Force will be formed to address joint use issues, and a meeting will be set ASAP at UCF. [April 15]

6. **Report of the ETD Task Force.** The ETD Task Force will continue to meet and make recommendations. Robert McDonald is the Chair. It was noted that most ETD situations are university policy. (Note: This Task Force is an SULC Task Force; it was put on the FCLA agenda for convenience and time factors.)

7. **Housing ETD’s at FCLA.** UF has been using FCLA for the last 3 years. Jim recommended the Virginia Tech software.

8. **FLNC Meeting Report.**
   - FVL/FEL - The Florida Electronic Library initiative is being expanded. Working groups are being established; demos and logos have been discussed; the Gale databases are nearly ready for a roll out for Public Libraries.
   - OCLC - There was discussion of the OCLC project to create a union catalog for Florida that could be used for cataloging and ILL. Costs would be dependent on participation. Several issues are not yet addressed, i.e., libraries get credits for work done in OCLC; what is that impact? FLNC is also looking at Z39.50 broadcast searching of Florida OPACs, which may be an alternative to OCLC.
   - Virtual Reference - There is also the Virtual Reference project, which is LSTA funded for CCLA/TBLC; next the project will work to link with other Virtual Reference projects in the state and interconnect with other VR softwares.

9. **Using ExLibris to improve the functioning of Joint Use Facilities** was covered in #5 above.

10. **Report of the State Librarian.** Judi Ring indicated that the library community needs to agree to disagree about the Governor’s proposal for the State Library; that debates are counterproductive. With legislative approval, the Governor will merge two departments and the new Secretary of State will head the new department. In the new department would be a state library administrative agency with a state librarian. There are three bureaus now: 1) Library Cooperation would stay; that is grants, state aid, MLCs, etc. 2) Records Management is not in the R.A. Gray Building anyway and would have a new reporting line. Archives would stay in the Gray Building and will not be moved to a different reporting line. 3) Networked Services is where the controversies are. The circulating collection, Ask-a-Librarian, and Legislative Library Services will be dissolved. Florida government documents will continue and will be moved to Archives. Federal documents are at 22% and will go; FSU is a 90% depository. The circulating collection will be dismantled and may be moved to Nova SEU. Staff will be decreased from 120 to 65, of which she thinks that about 25 will go to other divisions, but she is not sure. About 40 will stay at the Gray Building, about 25 in Development and 15 in Archives. The Library Division will make its own decisions about staff. They are already losing personnel to other jobs.
and are working with Workforce Renovation to assist them in finding other jobs. Judi wants the Governor to use the "library" word as often as possible when he speaks of literacy, higher education, reading, schools, etc. She has had two opportunities to speak to the Governor about this. She spoke to him about and showed him the FVL and she has spoken to his speechwriters and press people also. She believes the Governor and the Legislature are very interested in the FVL. The SULC did note to her its concern about statewide funding for databases supplanting other funding, and its concern that the FLIN ILL protocol remain in place (which she indicated it would). She offered additional information regarding the circulation collection. About 40,000 of the 300,000 would be retained at the State Library because they are unique to the state. The rest of the materials are held by multiple libraries in Florida and have low utilization. The genealogy collections will be retained.

11. **Report of the CCLA Director.** Richard Madaus reported that CCLA is very busy with Aleph implementation and are still planning to go live in December.
Present: Dale Canales [chair], Barry Baker, Jim Corey, Andy Farkas, Kathy Hoeth, Althea Jenkins, Richard Madaus, Bill Miller, Larry Miller, Grady Morein, Joan Pelland, Derrie Perez, Lauren Sapp.

1. The agenda was approved as distributed.

2. The minutes of September 6, 2002 were approved as distributed.

3. Schedule next meetings. December 4-5, 2003 in Miami at FIU was accepted. It was noted that this will be the joint university/community college meeting and that the SULC will make the arrangements.

4. The Report of the ECC was approved.

5. Report on the Aleph Implementation Steering Committee (AISC). The task forces completed the work on indexing and on the initial OPAC design. Kathy noted that AISC members did excellent work and discovered a great deal of common ground. Detailed reports have been posted to the website.

6. Report of the FCLA Director. Jim provided a report to the Board which was accepted with discussion, including information from the November 18-20, 2002, Joint Meeting.

7. Report of the State Librarian. Barratt sent his greetings and a message that he and his staff were detained in Tallahassee on transition of governance issues.

8. Report of the CCLA Director. Richard provided a written report which the Board accepted with discussion. CCLA is dealing with Aleph issues and planning similar in nature to those of FCLA. Richard noted that CCLA is beginning to realize that they will not have single ADM as the implementation is more complex than imagined. Some items in the contract are under negotiation as a result of a greater knowledge now about ExLibris. February 13th there will be the ribbon-cutting event at the new CCLA offices at 10:30am.
The ETD Task Force had its first teleconference on 12.13.02. Prior to this meeting Martha Hruska (UF) helped to identify the official representatives of the SUL’s to this group and arranged for the first teleconference. At this conference the group elected its Chair as well as defined its charge, composition, and the focus of its work.

Members of the group include:
- Pricilla Caplan - FCLA
- Sherry Carrillo - FIU
- Martha Hruska – UF
- Selma Jaskowski – UCF
- Robert McDonald – FSU
- Monica Metz Wiseman – USF
- Rita Pellen - FAU
- Vicki Stanton - UNF
- Cornelia Taylor - FAMU
- Caroline Thompson – UWF

Our charter is as follows:

**CHARGE**
The State University Libraries Council ETD (Electronic Theses & Dissertations) Task Force is established to coordinate the dissemination and long-term storage and access to the theses and dissertations submitted in electronic format at Florida’s state universities. It is comprised of SUL library staff that is engaged in or are considering locally or cooperatively managed ETD projects. The Task Force will discuss strategies for building a Florida ETD database, as well as shared experiences with local graduate programs, technical standards implementation, and archival storage specifications, and recommend statewide guidelines for each area. It will report through the Digital Projects Planning Committee.

**COMPOSITION**
The SULC ETD Task Force consists of individuals involved in library support (access and preservation) for ETDs at their respective universities. Each SUL Library may appoint or suggest a member. The group will elect its own chair. Additional staff may join the email discussion list.

**FOCUS OF DISCUSSION**
The SULC ETD Task Force is responsible for establishing guidelines that will build a database of Florida ETDs. In the process, the group will share information and experiences with local ETD initiatives, and coordinate Florida efforts with NDLTD (National Digital Library of Theses and Dissertations) coordinating technical guidelines, and developing strategies for electronic archiving.

Also at our meeting of 12.13.02 we collected an overview of the ETD programs that existed at our affiliated institutions. What follows is a synopsis of that discussion:

**UF (Martha Hruska)**
- Fall 2001 - started requiring ETDs.
- ETDs hosted by FCLA.
- Issues – security and levels of access.
- No longer housing print versions of theses and dissertations in library.
- Grad School keep printed copy of signature page.
• Library keeps signed statement of access rights.

FIU (Sherry Curillo)
• Graduate school sends ETDs to the computer center’s service for processing and formatting.
• ETDs are optional.
• Five dissertations are now online.
• Library holds print copies.
• Using Virginia Tech ETD-db scripts.

USF (Monica Metz-Wiseman)
• Pilot project began in 1998.
• ETDs are now mandatory for incoming graduate students as of Fall 2002.
• 40 ETDs are now online.
• PDF and HTML were the original formats; shifted to PDF only with approved attachments in 2002; authors may create in HTML but must convert to Adobe PDF for submission.
• Use Virginia Tech ETD-db scripts.
• Currently host ETD’s, shifting to FCLA as host; will FTP files to FCLA (pdf files only).
• University funded a position for ETD support (templates and instruction); initially a one year appointment.
• Library is pursuing departments that would be interested in retrospectively digitizing their print theses and dissertations; over 300 theses and dissertations in the areas of marine science, geology, anthropology have been digitized.
• 75% to 80% of the electronic theses and dissertations still have the look of the print version.
• Written permission is obtained from the authors of the theses and dissertations.
• ETD is submitted from the graduate school to the library and then transferred to FCLA.
• Hosted at FCLA.

FAMU (Cornelia Taylor)
• Using print model for theses and dissertations.
• Do not do full cataloging of prints theses and dissertations.
• Would move to ETD help?

UWF (Caroline Thompson)
• There is a subcommittee of the Faculty Senate working on a campus wide ETD effort.
• Currently have a pilot project, which involves a select group of graduate students who are creating ETDs.
• PDF is being used and the ETDs will be housed on the library server.
• We will conform to a statewide ETD initiative once it is established.

FSU (Robert McDonald)
• This is the first semester (Fall 2002) that ETDs have been received at the library. Pilot project with Music, Physics, English. Will add 10 more departments next semester. ETDs are mandatory for these pilot departments.
• Will be mandatory for whole campus Fall 2003.
• There are 38 ETDs so far.
• FSU is using Virginia Tech ETD-db scripts.
• Students submit ETD to graduate school, it is sent via FTP to the library (possibly will use Berkley Electronic Press/UMI software) for processing and formatting.
• Will also look at METS (Metadata Encoding and Transmission Standard) wrapper being developed for UF/USF to send to FCLA.

UCF (Selma Jaskowski)
• Still in planning stages.
• Plan to store ETDs on FCLA’s server.
• Library and Grad School are meeting now to plan.
• Have received internal grant money for startup.

UNF (Vicki Stanton)
• UNF has only one doctoral program.
• There is not a centralized process for reviewing and accepting theses and dissertations.
• Dissertations and theses go from the academic department to the library in print format.
• May do test with Computer Science Department.

FCLA (Priscilla Caplan)
• USF and UF are the SUS universities currently sending ETDs to FCLA.
• Schools can use any software to handle front end submission, but have to send the files to FCLA in an XML wrapper.
• FCLA reformats the XML wrapper metadata into a MARC record.
• The ETD authors provide the bibliographical information.
• FCLA is moving to a METS XML Wrapper. In Beta test with USF.

FAU (Rita Pellen)
• Not doing anything actively but want to watch what is happening in group.
• Rita Pellen will be observer to group.

Our group had its second teleconference on 1.31.03. At that meeting we discussed more about the scripts developed at USF which will take information from the ETD:db MySQL database and generate the METS wrapper which is being used by FCLA for ETD file relationships and for creating the MARC record for the ETD which resides currently in WebLuis.

Also discussed was whether it would be appropriate for the Advisory Board to create a statement concerning ETD’s and the open access of knowledge that is created when an ETD program is implemented successfully. It was mentioned that this type of statement could help some of our own institutions and others bring this idea forward to their graduate schools/offices and create a discussion on their campuses about this type of scholarly communication.

Our group will have another teleconference in March to discuss the METS XML wrapper that FCLA is using to store metadata about the ETD’s that they host.

Further information about our group as well as links to the ETD Projects at FSU, USF, and UF can be found online at http://www.fcla.edu/FCLAinfo/digit/etd/etdtf.html.

Respectfully Submitted 2.26.03
Robert H. McDonald
Another topic I would like to discuss, and include Richard, is how univ/cc-FCLA/CCLA have been / not been working together on processes in our jt use (univ-cc) librs. I have become frustrated in working with our USF Lakeland and Polk CC collaboration; there seems to be at least some, if not a lot, of duplication, for instance in getting materials cataloged and in the catalogs (plural). I have spoken to Bill re this; and I know many/most of you have these situations.

Anyway, seems like with a new LMS we could "take stock" of our processes, and maybe use the new LMS to "do better" in some of these areas. I do not believe there are two JUL that are alike in our state!! But again, maybe the processes could be better; also maybe we could share our policies re who gets to use what, like our dbases, etc. -- how circulation is handled, ILL, etc. If not in March, maybe in June?? And if there is no overall interest, I will just get with Jim C.... Thanks; dp
Aleph Implementation Steering Committee Report

The AISC has not been active since the completion of the initial OPAC and Indexing Functional Task Forces reports since we do not have a decision-making agenda right now. Implementation at the Phase1 Libraries is ongoing and FCLA staff members describe getting the three libraries into production as “all-consuming at this point.”

There is an AISC conference call scheduled for March 12. The agenda includes updates from FCLA and CCLA and a preliminary discussion of joint use library issues. The possibility of a face-to-face meeting regarding joint use library issues will also be discussed.

The joint use discussion is intended to determine whether there is interest in beginning to identify current practices and issues that may be impacted by Aleph implementation. It may be helpful to develop an overall picture by asking questions such as the following:

- What joint use agreements are in place?
- Where is cataloging performed?
- Where do bib records reside?
- How are patrons handled?
- How is access to licensed data managed?
- How is ILL handled?
- The AISC OPAC Task Force’s charge only applied to the Union Catalog; do joint use libraries need to consider a single user interfaces for the OPACs?